

Wesley Memorial United Methodist Church  
Job Description for  
**Facilities Coordinator**

The Facilities Coordinator(s) serves as a guest interface, point of contact and security resource for groups and individuals using our facilities.

**In support of Facilities Maintenance and Events, the Facilities Coordinator will:**

- Set-up and take-down tables, chairs and other equipment as required by persons using our facilities
- Operate AV equipment & systems (employer will train)
- Communicate repair & maintenance needs to Facilities Management Team
- Perform light housekeeping & maintenance duties
- Perform light food & beverage preparation and service

**Accountability:**

- Administratively responsible to the Director of Facilities Maintenance OR the Director of Facility Events.

**Classification:**

- Category – Part-time (20-25 hours per week); nights & weekends; some holidays including (but not limited to) Christmas Eve, Easter Sunday, Thanksgiving, Memorial Day and Labor Day.
- FLSA Classification – Non-Exempt

**Knowledge, skills & abilities:**

- Previous related work experience a plus
- Attention to detail & time management skills
- Strong customer service abilities
- Excellent communication/interpersonal skills
- Ability to multi-task and change direction with little notice
- Self-starter; ability to work with minimal supervision
- Knows how to act calmly and quickly in emergency situations
- Must be able to comfortably climb ladders of 10 ft high
- Must be able to lift up to 50 pounds
- Must be able to move extensively (inside & outside) a large, multi-building complex

**Other job requirements:**

- Employment background check
- Safe Sanctuary training (to be provided by employer)